



CITY OF MANTECA COMMUNITY DEVELOPMENT DEPARTMENT

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Building Safety Division (209) 456-8550 • Community Development/Planning Division (209) 456-8500

Signs

A sign is defined as follows: Any insignia, display board, bill, poster, announcement, picture, lithograph, map, plat, banner, flag, pennant, balloon, sample, model, structure, or other device when erected or maintained in view of the general public, including application of such to a window surface so as to be displayed to the exterior. A sign is also used to announce, declare, demonstrate, display, advertise, or attract the attention of the public, including clocks and barber poles, but exclusive of any displayed National or Municipal flag not intended for resale purposes.

WHEN IS NO PERMIT REQUIRED?

A permit is not required for the following:

- The painting or general maintenance of a sign structure
- Replacing an existing sign insert or panel with a new insert, or painting new copy on an existing sign panel or insert
- For sale, lease, or rent signs
- Residential signs for single-family dwellings



SIGN PERMIT REVIEW

The purpose of a sign permit review is to promote reasonable uniformity among signs by controlling their size, number, height, location, and maintenance. The review is to also promote more effective visual communications, enhance the economic value of the community through good sign design, and reduce clutter among signs. Sign regulations pertain to all types of signs and the zone districts in which they are located. **Sign Development Standards may be viewed on the City's website: www.ci.manteca.ca.us in the Municipal Code, Title 17, Zoning, Chapter 17.17. Sign Permit Requirements are in Chapter 17.23.**

Sign permit review is conducted by the Community Development Department's Planning and Building Safety Divisions. In reviewing your sign proposal, the Planning Division will evaluate such items as sign placement and size, existing signage, compatibility with adjoining properties and vision clearances, etc. Conditions may be imposed as necessary to ensure that the proposed signs will be compatible and will not adversely affect the environment.

SIGN SUBMITTAL REQUIREMENTS

STEP 1. FILE APPLICATION, SUBMIT PLANS and PAY FEES

Your first step is to submit a Building Permit application with the following data to the Building Safety Division and pay the required plan-check fees. Either a letter from the property owner granting permission for the sign, or the property owner's signature on the plans themselves will be required. If the sign requires inspections, additional fees will be assessed at the time the sign is approved and the building permit issued.

Title 24

Provide a noteblock with the Mandatory Measures that apply to the project listed on the plans. Mandatory Measures are listed in sections 119, 130, and 133 of the 2008 Building Energy Efficiency Standards.

ALL PLANS MUST BE DRAWN TO SCALE and MUST INCLUDE THE FOLLOWING:

- a. Name, address and phone number of the property owners and/or applicant.
- b. Site location (street address) and a general vicinity map.

Submit three sets of each (*Fax submittals will not be accepted*):

Each submittal, five (5) pages or more and all supporting documents must be accompanied by an electronic copy of plans in PDF or TIFF form.

1. SITE PLAN, showing:

- a. Illustrations of the property, buildings, on-site and off-site improvements, and the locations of all existing and proposed signs. (NOTE: Multi-building sites will need to provide all on-site signage).

2. ORIGINAL DRAWINGS, drawn to scale, and showing:

- a. All existing and proposed sign(s). The drawings should indicate sign size, height, colors, wording (copy), method of illumination, and method of attachment or construction.
- b. Signs attached to buildings: include building elevation dimensions illustrating sign placement.
- c. Calculations and specifications as may be required, including total allowed aggregate sizing per City of Manteca Municipal Code standards as well as actual sizing being requested.

3. SPECIAL INSPECTION AGREEMENT

This form is required when welding, caissons, or other items requiring special inspection are part of the installation.

• WALL SIGNS also require:

- a. Mounting details (show size, type, number and/or spacing of fasteners. Fasteners must be into solid framing members or equivalent)
- b. A notation must be on plans stating "*Inspection required during installation.*"
- c. **If electrical:**
 1. UL numbers
 2. Location of disconnect (Must be an externally operable switch or circuit breaker within sight of the sign and not farther than 50' away)
 3. Separate 20 amp sign circuit (600-5(A) CEC 2010)
 4. Catwalks; where ballast, transformers and/or electronic supplies are located in attics, show that the following conditions are met:
 - a) an access door and passageway at least 3' high and 2' wide
 - b) permanent walkway at least 12' wide (600-21 (E) CEC 2010).

• POLE SIGNS also require:

- a. Engineering (required for cabinet, connections, footings and other structural components if sign is over six (6) feet high)
- b. Indicate maximum height of top of sign from grade
- c. Footing details
- d. Cabinet details
- e. A notation must be on plans stating "*Inspections required: (1) Prior to Pouring Concrete, (2) During Sign Installation (3) Upon Completion.*"
- f. **If electrical:**
 1. UL Numbers
 2. Electrical plan (show location of electrical line to sign, burial depth and type of conduit)
 3. Location of disconnect (Must be an externally operable switch or circuit breaker within sight of the sign and not farther than 50' away)
 4. Separate 20 amp sign circuit (600-5 (A) CEC 2010)

STEP 2. EVALUATION AND ACTION BY STAFF

The application and accompanying data will be reviewed for completeness within 30 days. If the application is deemed incomplete, that is, all information is not submitted or is found inadequate, you will be notified by mail as to what additional information is required. When the application is deemed complete, processing of the application will commence.

Sign permit applications and accompanying data are reviewed by the Building Safety Division, Planning Division, and if so required, by the Public Works Department, to ensure appropriateness and compliance with minimum design standards as required by the Sign Ordinance and by zone district of the property and the Building and Electrical Codes. Following staff review, any of the above departments may approve your sign project, approve it with conditions, or deny it. Once approval is obtained by all applicable departments, a building permit fee may be required depending on the sign type and any extraneous conditions noted on the plans. If the Community Development Department denies the sign, the permit will be revoked. **The Community Development Department Director's decision is final for minor sign permits. Major sign permit decisions may be appealed to the Planning Commission.**

APPEAL TO THE PLANNING COMMISSION: The appeal must be filed in writing with the Community Development Department along with a \$2,916.00 fee. If an appeal is filed, the Community Development Department Director will prepare a written report and recommendation to the Planning Commission. The item will be placed on an upcoming agenda. You will be mailed notification of the date and time of the appeal hearing (the Planning Commission meets on the second and fourth Tuesdays of each month). The Community Development Department Director will orally present staff's determination to the Planning Commission, and the appellant will be given an opportunity to speak. The Planning Commission may reverse, affirm, or modify the decision of the Community Development Department Director. **The Planning Commission's decision is final unless appealed to the City Council.**

BASIS FOR APPROVAL (MMC, Ch. 17.23.030): The decision-making authority may approve or conditionally approve an application for a Major Sign permit, or in the case of a Minor Sign permit, shall approve the application without condition, if it finds that all the following requirements are met:

- A. Written consent of the owner, lessee, or person having lawful possession of the property upon which such sign is to be placed has been secured by the applicant.
- B. The proposed sign is in full conformance with the standards set forth in Chapter 17.17 of this title.
- C. Applicable building permit has been obtained from, and fees paid to, the Building Safety Division.
- D. Zoning conformance approval has been obtained pursuant to Chapter 17.21 of this title. (Ord. 940 § 1, Ex. A(part), 1992)

ADDITIONAL FINDINGS REQUIRED FOR A MAJOR SIGN PERMIT (MMC, Ch. 17.23.040): In addition to making a determination concerning the requirements of Section 17.23.030 of this title, the decision-making authority shall also find the following:

- A. The proposed sign is consistent with the goals and policies of the General Plan and any applicable Specific Plan.
- B. The proposed sign is consistent with the purpose of the applicable district or districts.
- C. The proposed sign will not be materially detrimental to the health, safety, and welfare of the public or to property and residents in the vicinity. (Ord. 940 § 1, Ex. A(part), 1992)

TERMS AND CONDITIONS FOR APPROVAL OF A MAJOR SIGN PERMIT (MMC, Ch. 17.23.050): In granting conditional approval of an application for a major sign permit, the decision-making body may impose such requirements and conditions with respect to size, design, lighting, location, maintenance, and operation as may be deemed appropriate or necessary by the decision-making body to make the findings specified in Sections 17.23.030 and 17.23.040 of this chapter. (Ord. 940 § 1, Ex. A(part), 1992)

PERMIT REVOCATION AND MODIFICATION (MMC, Ch. 17.23.060): Any permit issued pursuant to this chapter may be revoked or modified pursuant to Section 17.49.080 of this title. (Ord. 940 § 1, Ex. A(part), 1992)

INSPECTIONS

Failure to obtain an inspection during the installation of the sign may necessitate removal of the face of the sign and providing access to the sign by means of a lift at the final inspection.

Building Inspections can be requested by calling the Building Safety Division's 24-hour inspection recorder at (209) 456-8552. You will be asked to leave your permit number, jobsite address, type of inspection being requested, date for which you wish to schedule the inspection, and your contact information. Please speak slowly and clearly. **Requests left by 4:00 p.m. will be scheduled for the following business day; requests left after 4:00 p.m. will be scheduled for the second following business day.**

The approved set of plans, including any engineering and electrical details, must be on-site for each inspection. The inspection record card must be posted for the inspector's signature.

If the inspector approves the work, the inspection record card will be initialed and dated. If the work is not approved, the inspector will leave a correction notice stating what corrections are needed. It is the permit-holder's responsibility to make the required corrections and request a re-inspection of the work.

A FEW THINGS TO KEEP IN MIND

A sign permit shall be required for all signs constructed, erected, installed, applied, affixed, substantially altered, relocated, or painted on within the City, except that the following types of signs are exempt from this requirement:

- A. For sale, lease, or rent signs;
- B. Residential signs for single-family dwellings
MMC, Ch. 17.23.010 (Ord. 940 § 1, Ex. A(part), 1992)

1. The painting or general maintenance of a sign structure does not require a sign permit.
2. Replacing an existing sign insert or panel with a new insert, or painting new copy on an existing sign panel or insert does not require a sign permit
3. Signs not painted on the window(s) but clearly visible through the window(s), i.e., leaning against the glass or placed in front of the window(s), are included in the total sign area.
4. A non-conforming sign cannot be substantially altered, modified, added to, or increased in area, unless it is first made to conform to current regulations. Consultation with the Community Development Department is required prior to any such action.
5. The sign contractor must have a current City of Manteca business license and show proof of Workers' Compensation insurance.